

**January 14, 2004**

**SAVANNAH RIVER SITE  
WORK FORCE MANAGEMENT STRATEGY  
FY2004**

**Prepared by:**

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FOR  
THE U.S. DEPARTMENT OF ENERGY  
SAVANNAH RIVER OPERATIONS OFFICE  
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**SAVANNAH RIVER SITE  
WORKFORCE MANAGEMENT STRATEGY  
FISCAL YEAR 2004**

**IMPORTANT NOTE**

Approval of this Strategy constitutes approval for implementation of the Strategy elements; however, implementation of an Involuntary Separation Program (ISP) shall be as described in the Strategy document with approval by the Secretary of Energy with the conditions stipulated in Attachment A (Administrative Procedures for Implementation of SRS Workforce Management Strategy).

The Department of Energy (the Department or DOE) and Westinghouse Savannah River Company (WSRC) reserve the right to change the terms of this Strategy as necessary when mutually agreed upon. There is no guarantee that any future staffing reductions in the workforce will provide for separation benefits as set forth herein. The possibility exists that future workforce restructuring actions will not include the same type or level of benefits historically offered under any previous plan.

The workforce restructuring benefits described herein are not intended to replace contractual separation benefits to which eligible employees may be entitled. This Strategy supplements those benefits if available funding permits. Further, implementing this Strategy is not intended to create any private right of action or to create rights in any third parties.

This Workforce Management Strategy will be posted on the Savannah River Site internal and external websites for a period of two weeks to allow for comments by employees and stakeholders. All comments received by the end of the two-week posting will be considered before the final Plan is issued for implementation.

**PURPOSE**

This Workforce Management Strategy is consistent with the requirements of Section 3161 of the National Defense Authorization Act for Fiscal Year 1993, "Planning Guidance for Contractor Work Force Restructuring", and DOE Order 350.1, Chapter III, Reduction in Contractor Employment, and the SRS Workforce Restructuring Plan (Rev. 1997).

The Strategy provides a blueprint for workforce restructuring actions needed to implement and continue Savannah River Site (SRS) accelerated environmental "clean-up" and closure activities scheduled to occur during the FY2004. Workforce reductions will occur in alignment with accelerated environmental clean-up efforts. Decisions on when workforce changes are needed will be made by Westinghouse Savannah River Company (WSRC) for the Department of Energy, Savannah River Operations Office (DOE-SR). Future workforce reductions beyond FY2004 may occur if and as needed.

WSRC collectively includes Westinghouse Savannah River Company (WSRC), Bechtel Savannah River, Inc. (BSRI), British Nuclear Fuels, Ltd. (BNFL), Babcock & Wilcox Technologies (BWXT), and CH2 Savannah River Company (CH2SRC). These decisions will be made after considering a variety of factors including workforce skill mix, clean-up schedules and costs.

## **NECESSITY FOR WORKFORCE RESTRUCTURING**

DOE and WSRC negotiated a significant contract modification in FY03 to foster accelerated risk reduction and cleanup of the Savannah River Site. The primary expectation of the modification is to exceed the Environmental Management Program Performance Management Plan scope and schedule within a fixed funding constraint. Performance will be evaluated based on achievement of defined end states included in the contract's "Target Site Condition" and "Maximum Site Condition." Based on validated baseline cost estimates for how this work is performed today will require that the contractor implement significant productivity improvements, innovative approaches to reaching the end states, and eliminate lower value added work. Current estimates indicate that about \$1B savings is required from FY03 through FY06, to meet the target end state. About \$1.9B is required to meet the maximum end state.

Currently, WSRC's total cost is comprised of about 69% labor cost, with the remaining cost being materials, subcontracts and other non-labor expense. The strategy to realize the savings noted above is to maximize the "cleanup" effectiveness of the current workforce. However, savings of this magnitude will require adjustment of skill mix and overall staffing reductions as work is completed and/or eliminated. The best current estimate forecasts WSRC involuntary staffing reductions of 300 in FY2004. While the exact skill distribution of the reductions may change, as planning becomes more refined, the magnitude of the total reduction will not. Therefore, it is prudent and essential to implement the workforce restructuring action as soon as possible in FY04 to maximize the resulting allocation of "right sized" resources to cleanup acceleration and risk reduction.

## **STAKEHOLDER INPUT**

Stakeholder input continues to be an important part of workforce management planned actions that will affect the Savannah River Site (SRS) workforce. Prior to Strategy implementation, WSRC will provide an opportunity for stakeholder consultation and input. Stakeholder communication avenues may include an electronic mail account advertised and dedicated specifically for employee questions and concerns; meetings and telephone calls, as appropriate, with Federal, State and local elected officials and business leaders, members of surrounding communities and employees; and posting of the draft Workforce Management Strategy on the Savannah River Site website for a two-week period.

## **SCOPE**

The DOE is responsible for defining the scope of work and schedule for clean-up activities at SRS, and for providing necessary funding. WSRC is responsible for determining the number and skill mix of employees needed to complete the scheduled work and for implementing workforce changes when necessary. Within these parameters, the decisions on separations of individual employees will be made by WSRC. The administrative procedures by which the DOE will continue to oversee implementation of this Workforce Management Strategy are set forth in Attachment A. The DOE also reserves the right to modify that administrative process at any time and without notice.

This Strategy supersedes all previous SRS Workforce Restructuring Plans and applies to all future workforce management and restructuring activities through FY2004. The Strategy is designed to provide an ongoing ebb and flow type process to continuously align WSRC employee skill mix and staffing levels with the approved scope of work and the accelerated schedule to accomplish clean-up activities defined by the DOE.

## **FACTORS INFLUENCING WORKFORCE CHANGE**

Based on Environmental Management closure project projections, staffing needs will decline at SRS beginning in FY2004. This decline may be followed by other reductions in site staffing requirements in subsequent years. These projections require that WSRC identify and implement workforce management strategies now to maintain the necessary skills to meet project schedules while periodically adjusting staffing levels based on accelerated project completions and other factors, to coincide with the scope of work and funding projections. WSRC must also maintain and replace as necessary those skills determined to be needed beyond FY2004. To accomplish this, WSRC must develop workforce management and incentive programs to achieve required staffing reductions while maintaining the skill mix to support accelerated work requirements and longer term missions at SRS.

It is evident that work force reductions must occur in FY 2004. Within the limitations contained in this Strategy, augmented staffing arrangements will be used, as necessary, to implement workforce management actions. Short-term additional workload requirements will be met using augmented staffing arrangements, recognizing that WSRC job positions may have been reduced prior to the need for workforce augmentation. Outsourcing and privatization may be used when practical, efficient and cost effective.

The current prime contract and scope of work (SOW) between the DOE and WSRC requires an accelerated clean-up of environmental legacy materials, and decontamination and decommissioning of several Site facilities. However, due to as yet undetermined influences e.g. new, expanded or reduced missions, budgetary constraints, etc., Congressional or Department of Energy actions may dictate changes in clean-up priorities or projects. Any such changes may further impact SRS workforce management requirements beyond the work force reduction needs already discussed.

### **WORKFORCE CHANGE NOTIFICATION**

Submittal to the DOE for approval to implement this strategy will initiate a communication notifying WSRC employees and stakeholders of workforce changes involving workforce reductions in 2004. This communication will constitute a 120-day workforce restructuring notice as required by Section 3161 of the National Defense Authorization Act (NDAA) of 1993.

Based on past practices, a 60-day notice to all employees who are considered for involuntary separation (or pay in lieu of notice) will be given. This will meet any requirement under the WARN Act.

### **WORKFORCE MANAGEMENT PROCESS**

The scope of work (SOW) delineates the accelerated effort for clean-up at SRS. To accomplish the SOW, WSRC will use ongoing Workforce Analyses (WFA) to project the number and skill mix of workers needed to complete work on the timeline specified. The WSRC Senior Management Team (SMT) will use the WFA to project needed shifts in skill mix and staffing levels to meet or exceed the SOW criteria. As the Site moves forward toward completion of the SOW, reductions will take place where identified skill sets are no longer required. WSRC may reassign workers with needed skills when and where those skills are needed throughout the Site to make full use of the skills and experience of incumbent workers. The primary method to reassign incumbent skill resources will be reallocation meetings and internal reassignments of critical skills to higher priority missions as projects are completed. The Resume Project Database will be used as a tool to identify critical skills both internal and external to the Site Workforce. WSRC will also work with parent company organizations to identify staffing needs that can be filled by excess SRS employees. There will be continuing hiring of critical skills when not available within the workforce. A pipeline of current college graduates will also be maintained. WSRC may also retrain or upgrade the skills of some workers with needed basic skills where feasible and not time or cost prohibitive.

Another proposed strategy to accommodate downsizing will entail the transfer of employees or entire functional work groups of the contractor to corporate commercial work where feasible based on availability at SRS and where outside business needs can accommodate. Particular skills sets may also be transferred to the partner companies from their corporate entities when needed. Such transfers, both to and from corporate, may be temporary or permanent in nature. If functional groups are transferred out, services will then be purchased back as needed as is currently done with safety documentation. This strategy will remain in place through the current contract term with the intent of mitigating people or dollar impacts within the WFR Strategy while enhancing the site's ability to achieve accelerated cleanup goals.

Based on analysis of the SOW, including schedules and budgets, the SMT will use the WFA to identify necessary changes to the number and skill mix of the workforce during FY2004. WSRC will forecast changes to staffing levels and skill mix requirements, and the number and skill categories needed to meet or exceed SOW schedules and budgets during the remainder of the fiscal year. This forecast will include the current number of employees in each skill mix category. Based on these projections, the SMT will target skill categories both needed and no longer needed. The skill categories targeted for reduction will be communicated to the workforce so individual career planning can begin in advance of the actual workforce change.

The WSRC SMT consists of the following: the WSRC President, the Executive Vice President, the Chief Closure Officer, the Chief Operations Business Unit, the Field Support Services Business Unit Director, and the Project Design and Construction Services Business Unit Director. The SMT will act in consultation

with the Human Resources Manager, Chief Financial Officer and General Counsel. Any member of the SMT may delegate his/her duties only with prior approval of the WSRC President. The WSRC President may reconstitute the SMT as may be appropriate. Other WSRC management and employees may provide input and counsel to the SMT as appropriate as determined by the WSRC President.

### **WORKFORCE MANAGEMENT STRATEGIES**

As it has been determined a change in the size or skill mix of the workforce is necessary during FY2004, WSRC intends to implement an Involuntary Separation Program (ISP).

WSRC will implement the FY2004 ISP in accordance with its applicable human resource policies, and will also prepare the appropriate legal documentation and reporting requirements as specified under a variety of laws and regulations. WSRC will also perform and assess a diversity analysis, and provide the analysis to DOE-SR in sufficient time to allow both DOE-SR and DOE-HQ, in succession, to review the analysis and its results.

WSRC will use pro-active workforce analyses to ensure the workforce is provided with clear indicators, by skill category, concerning where future reductions are projected as SOW schedules are met or exceeded.

### **INVOLUNTARY SEPARATION PROGRAM (ISP)**

WSRC will implement an Involuntary Separation Programs (ISP) in FY2004. The ISP will be implemented after revising the Workforce Analysis (WFA). The ISP will also encompass an involuntary separation substitution (ISS) process wherein an employee not identified for involuntary separation may substitute for an ISP identified employee if appropriate. (See Attachment D for Substitution Request Form).

WSRC will prepare Certificate of Non-Discrimination Forms (CONFORMS) to identify employees for involuntary separation. Employees ranked low on the CONFORM are at the greatest risk of involuntary separation. The SMT will compile the listing of the number of employees to be reduced in each skill category. This list will be provided to the appropriate project and functional managers. The project and functional managers will determine the specific employees, by name, to be involuntarily separated and review any concerns with the SMT. The Human Resource Department will complete an Affirmative Action/Equal Employment Opportunity review of the list and provide results of this review to the SMT. The SMT reserves the right to modify the list to maintain a diverse workforce or for other cogent reasons.

WSRC will implement the FY2004 ISP in accordance with its human resource policies. WSRC will also prepare the appropriate legal documentation and reporting requirements as specified under a variety of laws and regulations. The applicable laws include the National Labor Relations Act (NLRA), the Employee Retirement Income Security Act (ERISA), the Age Discrimination in Employment Act (ADEA), and the Older Workers Benefits Protection Act (OWBPA). Each employee will receive notice consistent with procedures and this Strategy.

### **CONSTRUCTION CRAFTS INVOLUNTARY SEPARATIONS**

The FY2004 Involuntary Separation Programs (ISP) for represented employees will conform to the requirements of the relevant collective bargaining agreements as they relate to terms and conditions of employment for individual workers and any collective bargaining obligations. WSRC will implement this Workforce Management Strategy through its collective bargaining agreements with its represented employees. Construction craft employees who are identified for involuntary separation will be eligible to receive certain benefits as described herein. (See Attachment C for Construction Craft ISP sample papers).

### **STRATEGY BENEFITS FOR INVOLUNTARILY SEPARATED EMPLOYEES**

The benefits set out in this Strategy are supplemental to any other federal, state, or local government assistance programs that may be available to voluntarily or involuntarily separated employees as they seek new employment or pursue other goals.

## Strategy Benefits for Permanent, Full-Service Involuntarily Separated Employees

**Severance Pay:** Permanent, full-service (M&O) employees who are involuntarily separated will receive one week's severance pay for each year of service up to a total of 26 weeks of service.

**Displaced Worker Medical Benefit:** Ensures all former workers who were eligible for medical benefits before separation, and do not otherwise qualify for medical insurance coverage, are eligible for continued medical plan coverage. In the first year after a worker's separation, the former employee will continue to pay his/her share of the medical premium costs at the active employee contribution rate. In the second year, the former worker will pay half of the Consolidated Omnibus Budget and Reconciliation Act (COBRA) rate. The COBRA rate is 102% of the full cost of coverage, including both employer and employee contributions. In the third and succeeding years, the former worker will pay the entire COBRA rate. If medical plan coverage is available through a new employer's plan or a spouse's plan (regardless if enrolled) former workers are not eligible for this benefit. If a former worker is eligible for medical coverage through a retirement program or Medicare, they cannot receive this benefit. As an alternative, a former employee may elect to continue medical coverage under COBRA provisions; however, a former employee who elects to continue medical coverage under COBRA provisions must pay the full COBRA rate immediately upon separation.

**Outplacement Services:** May be provided to eligible, involuntarily separated employees if funds are available. Provides access to skill assessments, workshops, resource libraries, and automated job listings such as the DOE Job Opportunity Bulletin Board System (JOBBS). Outplacement services normally are available through the Georgia Department of Labor and the South Carolina Employment Security Commission.

**Relocation Assistance:** May be provided to eligible, involuntarily separated employees if funds are available. Reimburses former workers for moving expenses when a separated worker obtains a new job at another Department of Energy Site or another WSRC Team location. This assistance is available only if the former worker does not qualify for relocation assistance under the new hiring company's relocation policies. The separated worker may file a reimbursement claim for actual and reasonable expenses up to an amount not exceeding \$2,000. Relocation assistance is only available for the first year following the separation date. All claims for reimbursement must meet Internal Revenue Service (IRS) rules concerning minimum moving and commuting distances to the new job.

**Education and Training Assistance:** May be provided to eligible, involuntarily separated employees if funds are available. Provides monetary assistance to separated workers for academic degree programs (education programs) or job specific training (training programs). The assistance may be applied towards tuition, course materials and other normal education or training expenses. This assistance must be used within 4 years of an employee's involuntary separation date or it is forfeit. Educational or training assistance is limited to a maximum of \$10,000 in total (maximum of \$5,200 in any calendar year).

**Section 3161 Preference-in-Hiring:** This provision of the National Defense Authorization Act (NDAA) of 1993 gives involuntarily separated workers, who meet the job attachment test, preference in obtaining a new job with DOE contractors at the same DOE Site or other Sites across the country. Preferential hiring is only available to involuntarily separated former workers who meet the Job Attachment Test (See Attachment F). Employees who voluntarily separate are not eligible for this benefit.

To be eligible for preference-in-hiring, involuntarily separated workers must meet the job attachment test, must complete a Statement of Interest in Maintaining Section 3161 Employment Eligibility form, and must provide the completed form to WSRC Human Resources. (See Attachment G for a sample form). Preference-in-hire eligible involuntarily separated workers must also provide a new, updated form annually to WSRC Human Resources – failure to do so will result in removal from preference-in-hire employment eligibility.

WSRC will assure the separated employee's preferential hiring eligibility and other information (resume) is put into the DOE JOBBS nationwide database. The hiring preference does not supersede other preferences provided under law, regulation, executive order, contractual obligation (e.g. provision for recall), or

collective bargaining agreements. Moreover, since the preference only applies to external hires, the preference is not applicable where positions become available for current employees. Therefore, preferential hiring is not pursued in the normal filling of vacant positions through promotions, demotions, or reassignments with/without retraining; outsourcing or privatization actions where current employees are first offered positions with the new company; nor, follow-on contracts in which the current employees are first offered a job with the replacement contractor.

WSRC oversees administration of preferential hiring and maintains a human resources policy ensuring the consistent use of the preference in its employment decisions, including decisions dealing with multiple applications for the same job. WSRC provides to DOE-SR a quarterly report detailing preferential hiring activities for the preceding quarter.

### **Strategy Benefits for Eligible Construction Crafts Involuntarily Separated Employees**

**Six Weeks Severance Pay:** May be provided to qualified, involuntarily separated construction craft workers if funds are available. If qualified, an involuntarily separated construction worker may apply for a one-time payment not to exceed 6-weeks base pay. To qualify for this payment, a construction worker must be involuntarily separated and must meet the job attachment test shown in Attachment F. Additionally, involuntarily separated construction workers who accept the payment may not work at a DOE facility for a period equal to the hours represented by the separation payment unless the worker receives explicit approval from the WSRC and the DOE-SR Contracting Officer, and makes a pro-rata repayment of the net benefit.

**Other Separation Benefits:** Eligible construction workers may also receive the Displaced Worker Medical Benefit and the Preference-in-Hire benefit. If funds are available, eligible construction workers may receive Outplacement Assistance, Education & Training Assistance and Relocation Assistance as specified above for permanent, full-service (M&O) employees. To be eligible, construction workers must have been involuntarily separated and must meet the job attachment test. Construction workers who voluntarily separate are not eligible to receive these benefits.

## **Attachment A**

### **Administrative Procedures for Implementation of SRS** **Work Force Management Strategy**

1. WSRC will notify the DOE-SR of its intent to commence an involuntary separation program (ISP) during FY2004 as described within the Strategy. The DOE-SR will provide notification to the appropriate DOE-HQ-WT elements of the pending ISP. The notification will include an explanation of the justification for the workforce reduction.

**NOTE:**

If DOE-SR believes changes to the Strategy are necessary, they will be reviewed, in advance of the need for implementation, by appropriate DOE-HQ offices and will be approved by DOE-HQ with concurrences from each appropriate DOE-HQ office and forwarded to the Secretary of Energy for approval, if required. Any subsequent ISP notice will be as discussed in the revised Strategy.

**ATTACHMENT B**

**Involuntary Separation Program (ISP)  
Sample Papers**

Westinghouse  
Savannah River Company  
Aiken, SC 29808



HRD-

Date:

To:

From:

### **INVOLUNTARY SEPARATION NOTIFICATION**

As part of the FY2004 Work Force Management Strategy, it is necessary to conduct an involuntary reduction in force to address the site's skill mix issues. The WSRC team has evaluated the composition of the current workforce in comparison to current and future work requirements and determined the job classifications where staffing levels must be reduced.

This letter is your notification that you are being separated from employment with the WSRC team, effective with your receipt of this letter.

***You are entitled to certain benefits, including severance pay and extended medical benefits, among others, according to your eligibility. The details of those benefits are part of the separation package.***

Today is the last day that you will report to work at your usual workplace. You are expected to report to (Location), (Date), (Time) to receive an update on all the benefits available to you and to complete the necessary forms for those benefits. You will be paid through (Date) unless you request separation prior to this date due to new employment or other reasons. If this occurs, you will be paid your salary up to the date of your requested separation, and you will be eligible for estimated severance and 3161 benefits provided funds are available. This separation will be permanent, and there will be no bumping rights.

You may direct questions regarding your separation or other information pertaining to this notice to me, or to your Human Resources representative.

The WSRC team appreciates and thanks you for your service.

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#### THE WSRC TEAM

Westinghouse Savannah River Company LLC · Bechtel Savannah River, Inc. · BNFL Savannah River Corporation  
BWXT Savannah River Company · CH2 Savannah River Company · Polestar Savannah River Company

## WSRC Involuntary Separation Program (ISP)

### MEDICAL BENEFITS

WSRC Team employees involuntarily separated (who do not elect Optional Retirement if eligible with WSRC or BSRI) are eligible to continue medical benefits through the DOE Displaced Workers Health Benefit Program (DWHB). Benefits under the Displaced Workers Extended Medical Benefits are in lieu of COBRA Continuation Coverage. The Displaced Workers Extended Medical Benefits provides the following:

- Health Choice Medical Coverage option --- Prime, Standard, Basic, HMO -- you were enrolled in while you were an active employee with your continued premium payments as follows:

Year 1: Employee pays the active employee premium rate during the first year following termination of employment. Enrollment is in the same Medical Choice Plan you were enrolled in just prior to separation. Employees can change their Medical Choice Plan enrollment during the annual open enrollment period effective January 1 of each calendar year. Rates are subject to change beginning January 1 of each calendar year. Employee premiums are to be submitted monthly by personal check to Blue Cross Blue Shield of SC. The Blue Cross Blue Shield billing unit will send employees an enrollment application and information on the required premiums. The effective date for extended benefits coverage will be the first day following termination of active employee coverage.

2004 Health Choice Medical Coverage Monthly Premium: **(Note: Rates are subject to change annually).**

<u>Coverage Level</u>	<u>Prime</u>	<u>Standard</u>	<u>Basic</u>	<u>HMO</u>
Individual	\$122.00	\$ 31.00	\$ 0.00	\$ 57.00
Two persons	\$265.00	\$ 77.00	\$12.00	\$136.00
Family	\$393.00	\$144.00	\$25.00	\$256.00

Year 2: Employee pays 1/2 COBRA rate the second year (13th month through 24th month following termination of employment). The COBRA rate is 102% of the full cost of coverage (including employee and employer contributions). The table below lists the 1/2 COBRA rates for 2004. **(Note: Rates are subject to change annually).**

<u>Coverage Level</u>	<u>Prime</u>	<u>Standard</u>	<u>Basic</u>	<u>HMO</u>
Individual	\$171.27	\$137.39	\$121.36	\$144.26
Two persons	\$329.64	\$261.88	\$229.82	\$274.97
Family	\$527.60	\$417.50	\$365.42	\$438.37

Year 3 and Subsequent Years: Employee pays full COBRA rate during the third and subsequent years (starting the 25th month following termination of employment). COBRA rates are reviewed and revised each calendar year. The table below lists the full COBRA rate for 2004. **(Note: Rates are subject to change annually).**

<u>Coverage Level</u>	<u>Prime</u>	<u>Standard</u>	<u>Basic</u>	<u>HMO</u>
Individual	\$342.53	\$274.78	\$242.74	\$288.52
Two persons	\$659.27	\$523.75	\$459.64	\$549.94
Family	\$1,055.19	\$834.99	\$730.83	\$876.74

## Attachment B ISP Benefits

If the separated employee's premiums are not received by Blue Cross Blue Shield by their due dates, coverage will terminate effective to the last premium payment period and **cannot** later be reinstated.

Coordination of Benefits does not apply since employees and their dependents are not eligible for this Extended Medical Benefits coverage if they are, or become, eligible for coverage elsewhere (including through Medicare).

You and your dependents are no longer eligible for Displaced Workers Extended Medical Benefits when you become ELIGIBLE for medical benefits from another plan. However, the Displaced Workers Extended Medical Benefits can continue during a required waiting period (if applicable) for new coverage to begin since you are not yet eligible for benefits from another plan. For example, if you take a new job that offers medical benefits that become effective 30 days after your new job begins, you can continue your Displaced Workers Extended Medical coverage during the 30-day wait.

If you elect coverage from another employer, but that employer's coverage contains a pre-existing condition limitation/exclusion, the Displaced Workers Extended Medical Benefits will apply coverage to the pre-existing condition limitation/exclusion ONLY (since you are not eligible yet for benefits for the pre-existing condition from another plan.) Claims should be filed with the other employer's insurance plan first. Then an Explanation of Benefits from the other employer's plan (showing the benefits coverage limitation/exclusion for the pre-existing condition) should be filed with the WSRC/BSRI Claim Administrator (Blue Cross Blue Shield).

Eligible participants include only those dependents that were covered under the WSRC/BSRI medical plan immediately prior to termination of active employee coverage. You can add or delete dependents to your Displaced Workers Extended Medical Benefits coverage with a "qualifying change in status" provided you notify BC/BS of your qualifying event/request for change within 60 days of the qualifying event. Further information about qualifying changes in status is contained in the Employee Benefits Handbook, Benefits Overview and General Information Booklet.

Dependents who experience loss of eligibility for Displaced Workers Extended Medical Benefits Coverage due to a subsequent qualifying changes in status (e.g. divorce, death of spouse, children no longer meeting the eligibility provisions of the Plan) are eligible to continue Displaced Workers Medical Benefits coverage for a maximum of 36 months from the loss of WSRC/BSRI active employee coverage provided all of the following conditions are met: 1) they were covered by the WSRC/BSRI medical benefits plan immediately prior to termination of active employee coverage, 2) they were continuously covered under Displaced Workers Extended Medical Benefits, 3) the subsequent event occurred no more than 18 months from the loss of WSRC/BSRI active employee coverage or termination of employment, and 4) they provide Blue Cross Blue Shield's Administration Unit formal notification of the qualifying change in status or request for change within 60 days of the occurrence of the subsequent qualifying event.

If both you and your spouse work for the WSRC Team (WSRC and BSRI dual couples), loss of your employment or your spouse's employment is considered a qualifying change in status for adding or deleting dependents from coverage under the WSRC/BSRI Health Choice Plans. Therefore, an employee who separates from the WSRC Team whose spouse also works for and is eligible for WSRC/BSRI Health Choice coverage can be covered by his/her actively employed WSRC Team spouse. The active employee will need to contact the WSRC Team People Support Service Center at 725-7772 to obtain the necessary forms to add dependents (children and/or spouse) and to obtain instructions regarding information that needs to be submitted to move over "claim history" for deductibles, etc. Coverage must be elected to become effective on the day immediately following the pay period in which the employee separates from WSRC Team employment (the qualifying event or loss of spouse's employment). Forms to add or delete dependents from coverage must be submitted by the active employee to (and received by) WSRC Team

People Support Service Center in building 703-47A no more than 60 days after termination of spouse's employment. With a qualifying change in status the active employee can add or delete dependents to WSRC/BSRI Health Choice coverage options in which the active employee is currently enrolled, but cannot change his or her Health Choice medical coverage options.

### **DENTAL BENEFITS**

WSRC Team employees involuntarily separated (who do not elect Optional Retirement if eligible with WSRC or BSRI) are eligible to continue dental benefits through COBRA Continuation coverage.

- Coverage for employee and eligible dependents can be obtained under COBRA at the separated employee's expense.
- COBRA continues the Dental Choice in which the employee was enrolled (Prime or Standard) just prior to separation.
- Separated employee pays full COBRA rate monthly by personal check to Blue Cross Blue Shield. Coverage must be elected to become effective immediately following the last pay period after separation/termination of employment. Up to 18 months coverage is available with continued premium payments.
- The separated employee can add or delete dependents with a qualifying family change when continuing dental coverage through COBRA. Further information about COBRA is contained in the Employee Benefits Handbook, Benefits Overview and General Information Booklet.
- If coverage is not elected within 60 days after separation or termination of employment, or if applicable premiums are not received by Blue Cross Blue Shield by their due dates, coverage will be terminated effective with the last premium payment period and **cannot** later be reinstated.
- COBRA Dental Rates (2004) are as follows: **NOTE: Rates are subject to change each calendar year without prior notice.**

<u>Coverage Level</u>	<u>Prime</u>	<u>Standard</u>
One person	\$31.86	\$20.74
Two persons	\$66.59	\$42.24
Family	\$129.89	\$82.99

### **VISION CARE BENEFITS**

- If you were enrolled in the Vision Care Plan just prior to separation, COBRA continuation coverage is available at your expense for up to 18 months with continued premium payments. In the event the Vision Plan should be changed or discontinued for active employees, such changes would likewise affect COBRA Vision Plan participants.
- If coverage is not elected within 60 days after separation or termination of employment, or if applicable premiums are not received by Blue Cross Blue Shield by their due dates, coverage will be terminated effective with the last premium payment period and **cannot** later be reinstated.

- COBRA Vision Rates (2004) are as follows: **NOTE: Rates are subject to change each calendar year without prior notice.**

One person	\$ 5.06
Two persons	\$ 9.63
Family	\$14.16

### **FLEXIBLE SPENDING ACCOUNTS**

- If currently enrolled, continued participation and coverage through COBRA is available for the Health Care Flexible Spending Account (FSA) through the end of the calendar year that your employment terminated. Cost for continuing Health Care FSA participation through COBRA is 102% of the employee's active pre-tax contribution amount and is submitted to Blue Cross Blue Shield by personal check on a monthly basis. Therefore, the tax advantages of continuing Health Care FSA participation are lost. But, a separated employee may wish to continue participation in the Health Care FSA through COBRA, in order to be reimbursed for out-of-pocket medical expenses for service performed through the end of the calendar year that employment terminated, so as not to forfeit FSA contributions that had been made prior to separation.
- If you do not elect to continue your Health Care FSA participation through COBRA, your Health Care FSA will be terminated as of the date of your termination of employment. Any FSA claims for out-of-pocket medical expenses incurred (service performed) after your separation date will not be reimbursable by Blue Cross Blue Shield unless you have elected to continue participation in the Health Care FSA through COBRA.
- COBRA continuation coverage is not available for the Dependent Care FSA. Any out-of-pocket dependent care expenses incurred after the last day of the pay period in which separation occurs will not be reimbursable by Blue Cross Blue Shield.
- Refer to the Flexible Spending Accounts Booklet in your Employee Benefits Handbook for more information about FSA continuation.

### **NON-CONTRIBUTORY LIFE INSURANCE**

WSRC Team employees involuntarily separated (who do not elect Optional Retirement if eligible) are eligible for extended Non-Contributory Life Insurance as follows:

- If you have completed between one and six years of Eligibility Service as of the date of your separation or termination of employment, your Non-Contributory Life Insurance coverage will continue for one year. If you have seven or more years of Eligibility Service as of the date of your separation or termination of employment, your coverage will continue for two months for every year of Eligibility Service you earned with WSRC, BSRI, BNFL, BWXT, CH2SRC, their respective parent corporation and its affiliated entities. If you return to work, your coverage will automatically be restored.
- The WSRC Team pays the entire cost of the extended Non-Contributory Life Insurance Coverage.

- Upon termination of your extended Non-Contributory Life Insurance coverage you may convert to an individual policy through Life Insurance Company of North America (LINA). If you wish to convert your coverage, you must submit a conversion application to LINA within 31 days of the termination of your extended Non-Contributory Life Insurance coverage.

### **CONTRIBUTORY LIFE INSURANCE**

WSRC Team employees involuntarily separated (who do not elect Optional Retirement if eligible) are eligible for extended Contributory Life Insurance as follows:

- If you have completed between one and six years of Eligibility Service as of the date of your separation or termination of employment, your Contributory Life Insurance coverage will continue for one year. If you have seven or more years of Eligibility Service as of the date of your separation or termination of employment, your coverage will continue for two months for every year of Eligibility Service you earned with WSRC, BSRI, BNFL, BWXT, CH2SRC, their respective parent corporation and its affiliated entities. If you return to work before your extended coverage ends, your coverage will automatically be restored. To reapply, you must contact Benefits Administration within 60 days of your re-employment.
- The WSRC Team pays the entire cost of the extended Contributory Life Insurance Coverage.
- Upon termination of your extended Contributory Life Insurance coverage you may convert to an individual policy through Life Insurance Company of North America (LINA). If you wish to convert your coverage, you must submit a conversion application to LINA within 31 days of the termination of your extended Contributory Life Insurance coverage.

### **DEPENDENT LIFE INSURANCE**

- Conversion to an individual policy for Non-Contributory, Contributory and Dependent Life is available through Life Insurance Company of North America (LINA). The level of coverage may not exceed the level of coverage under the Company Plan you had for your dependents as an active employee. Cost of conversion to an ordinary life policy is determined by LINA according to the age of insured(s). The conversion coverage is considerably more expensive because it is not a continuation of the current WSRC Team group term life insurance rates. However, the advantage offered by conversion is the guarantee of insurability at current coverage levels regardless of the health status of the insured(s).
- Application for an individual Dependent Life Insurance policy must be made to LINA within 31 days from the date coverage was terminated (see page 21 of the Life Insurance booklet in your Employee Benefits Handbook).
- Premiums must be paid by the employee or dependent directly to LINA. Additional information about conversion will be mailed to your home.

### **ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE**

- Coverage ends on the last day of the month in which you separate or terminate employment with the WSRC Team. There are no conversion privileges.

### **SAVINGS AND INVESTMENT PLAN (SIP)**

- Account Balance of \$5,000 or less – Terminating employees must receive a full cash distribution of the vested account balance, which may be rolled over to an IRA or possibly another qualified retirement plan.
- Account Balance of more than \$5,000 – Terminating employees may leave money in their account or receive a full distribution of the vested account balance. If the employee leaves money in the SIP, it can remain in any of the fund options and may be reallocated among the investment funds daily. However, no additional contribution may be made.
- Vesting -- Employees who do not have three years of Eligibility Service at the time of termination, will automatically be vested in Company matching contributions and the earnings on those contributions.
- If you are eligible to retire under the pension plan qualifications, you will have the following options:
  - Leave your money in the plan
  - Receive installment payments
  - Make daily investment reallocations
  - Request up to three withdrawals per year
  - Take a total distribution at any time
- SIP Loan -- Outstanding loan balance must be repaid or it will be deemed a distribution and may result in taxable income to the separated employee. If you are eligible and elect to retire, you may choose to continue loan repayments as a deduction from your pension check.
- SIP Service Center -- Call the SIP Service Center at 1-800-360-2747 to determine specific distribution and loan options.
- Tax Implications -- Consult a tax advisor for details regarding any distribution.

### **PENSION**

The Pension Plan provides you with income during your retirement years. Under the Pension Plan, there are a variety of ways for you to receive a benefit. The following descriptions provide a brief explanation of each benefit payment method and its eligibility requirements. Please note that even if you are eligible for one of the following retirement benefits when you are separated, you won't receive a pension payment until you apply for a benefit. (Refer to the Pension Plan book of the WSRC/BSRI Benefits Handbook for important details.)

- Service – The Pension Plan references two categories of service: Eligibility Service and Credited Service. Eligibility Service is used to determine **when** you become **eligible** for a pension benefit and includes service with the five companies – WSRC, BSRI, BNFL, BWXT, CH2SRC – their respective parent corporation and its affiliated entities. Credited Service is used to **calculate** your pension benefits from the plan and includes service with the WSRC Team and specific rollover service from the DuPont Pension Plan.
- Vesting - Employees will be vested if their service time, as of their Separation Date, is equal to at least five years Eligibility Service. This means that you are eligible to receive a pension benefit from the plan at your Normal Retirement Age (65). Employees who meet the minimum vesting

requirements and whose vested pension has a present pension value of \$5,000 or less, will receive their calculated amount as a “cash out payment”, which may be rolled over to an IRA or possibly another qualified employer retirement plan.

- **Deferred Vested Pension Benefit** – You become eligible for a Deferred Vested Pension benefit if you have at least five years of Eligibility Service. This means that if you are separated from the Company after you are vested but before you are eligible to retire, you can receive a deferred pension benefit. “Deferred” means a postponed benefit payment. The pension payment is postponed until you are eligible to receive benefits and you apply for them. When you receive a Deferred Vested Pension benefit depends on your age, Eligibility Service and whether you want a reduced or unreduced pension benefit. Employees who have five through nine years of Eligibility Service will be eligible for a deferred vested pension at age 65. Employees who have 10 through 14 years of Eligibility Service are eligible to receive a deferred vested reduced pension when they reach age 60. Those who have 15 or more years of Eligibility Service are eligible to receive a deferred vested reduced pension when they have reached age 50. (See page 6 of the Pension Plan booklet in your Employee Benefits Handbook.)
- **Optional Retirement** – Separated employees may be eligible for an unreduced or reduced pension with Optional Retirement under the WSRC/BSRI Pension Plan (see pages 4 and 5 of the Pension Plan booklet in your Employee Benefits Handbook). Separated employees eligible to retire as of their Separation Date under the following age and service criteria, will receive an estimate of their pension calculation at the General Information Meeting. When you first arrive at your scheduled meeting, be sure to ask for your pension estimate. (If under age 62, you may also choose Income Leveling to supplement your Optional Retirement pension.)
  - Age equal 50+, and Eligibility Service equal to 15+
  - Age equal 49, and Eligibility Service equal to 17+
  - Age equal 48, and Eligibility Service equal to 19+
  - Age equal 47, and Eligibility Service equal to 21+
  - Age equal 46, and Eligibility Service equal to 23+
  - Age equal 45, and Eligibility Service equal to 25+
- **Medical, Dental, Non-Contributory and Contributory Life Insurance**– Separated employees who retire as of their Separation Date under the Optional Retirement provision of the WSRC/BSRI Pension Plan, are eligible to elect to continue Contributory Life Insurance as well as medical and dental coverage for themselves and their eligible dependents. Participation in the Non-Contributory Life Insurance plan is continued. If, as an Optional Retire, you elect to continue medical, dental or contributory life insurance coverage, the applicable premiums will be deducted from your pension check (or you will have to make payments if you do not have sufficient funds in your pension check).

### **EDUCATIONAL ASSISTANCE**

- Educational assistance will be made available to those eligible employees to cover tuition, fees, books, laboratory fees, or other required expenses for an approved course. The amount of assistance available is not to exceed \$10,000 over a four-year period from the date of separation. Students are required to satisfactorily complete the coursework to continue to receive this benefit.

Eligible individuals must be enrolled at an educational institution that is regionally accredited by the American Council on Education or approved for Veterans Administration benefits. These disbursements are also subject to federal and state taxes. If employees are interested in obtaining benefits under this program, they should contact the WSRC Educational Assistance Office.

#### **RELOCATION ASSISTANCE**

- Provided funds are available, eligible employees who are involuntarily separated will be eligible for reimbursement of relocation expenses up to \$2000 if they are hired to fill a position at another DOE or WSRC Team location within one year of separation, and if the hiring location's policies and practices do not cover full reimbursement of relocation expenses.

#### **UNEMPLOYMENT COMPENSATION**

The South Carolina Employment Commission is responsible for determination of eligibility for unemployment compensation.

#### **SEVERANCE PAY & REMAINING TIME BANK HOURS**

- Severance Pay – Regular full service employees of the WSRC Team who have: 1) more than one year of Eligibility Service and 2) whose employment ends due to lack of work (other than employment by a successor contractor), may be eligible to receive one week of base pay for each full year of Eligibility Service up to a maximum of 26 years of service. Employees who were eligible to receive severance pay from DuPont on April 1, 1989 (calculated based on service through September 30, 1985), may receive one week of base pay for each full year of Eligibility Service after September 30, 1985. Employees who retired from DuPont on March 31, 1989, and were rehired by the WSRC Team will receive one week of base pay for each full year of Eligibility Service from April 1, 1989.
- Carryover time bank hours and the unused time bank hours for the full current calendar year will be paid to employees.
- Severance pay and unused time bank hours are classified as supplemental wages and will be subject to state and federal tax withholding as prescribed by law.

#### **FUTURE OF THE PLANS**

While WSRC/BSRI intends to continue providing a comprehensive benefits program, WSRC/BSRI reserves the right to modify or terminate any of the benefit plans at any time. For more information on the procedures to modify or terminate benefit plans, refer to the section titled “Future of the Plans” in the Benefits Overview and General Information Booklet of the Benefits Handbook.

**ATTACHMENT C**

**Construction Craft  
Involuntary Separation Program  
Sample Papers**

**Westinghouse  
Savannah River Company**  
Aiken, SC 29808



HRD-

Date:

To:

From:

**INVOLUNTARY SEPARATION NOTIFICATION – CONSTRUCTION CRAFTS**

As part of the FY2004 Work Force Management Strategy, it is necessary to conduct an involuntary reduction in force to address the site's skill mix issues. The BSRI team has evaluated the composition of the current craft workforce needs in comparison to current and future work requirements and determined the job classifications where construction craft staffing levels must be reduced.

This letter is your notification that you are being separated from employment with the BSRI team, effective with your receipt of this letter.

You may be entitled to certain benefits, including severance pay and extended medical benefits, among others, according to your eligibility and providing funds are available. The details of those benefits are part of the separation package.

Today is the last day you will report to work at your usual workplace. You are expected to report to (Location), (Date), (Time) to receive an update on all the benefits which may be available to you and to complete the necessary forms for those benefits. This separation is anticipated to be permanent.

You may direct questions regarding your separation or other information pertaining to this notice to me, or to your BSRI labor relations representative.

The BSRI team appreciates and thanks you for your service.

---

**THE WSRC TEAM**

Westinghouse Savannah River Company LLC • Bechtel Savannah River, Inc. • BNFL Savannah River Corporation  
BWXT Savannah River Company • CH2 Savannah River Company • Polestar Savannah River Company

## Construction Crafts

### ***Application for Benefits***

To qualify for NDAA 3161 displaced worker benefits, I understand that I must meet each of the requirements listed below and must have been laid off due to a reduction-in-force, as a result of the interruption of a project before its anticipated completion, or termination of a project, or completion of an assignment or project without prospect for follow-on assignment at SRS for at least six weeks due to the announced Reduction-in-Force.

- I must have been employed at SRS on or before September 27, 1991, and
- I must have been employed at SRS within 180 days preceding the Reduction-in-Force Notification of (Date), and
- I must have worked at SRS a total number of hours, including time worked prior to September 27, 1991, equivalent to having worked full-time (35 hours per week which is the local industry standard of full-time) from September 27, 1991 through the date of the Reduction-in-Force Notification.

I also understand that if my employment qualifications are based on employment with an employer other than BSRI at SRS, supporting documentation must be attached to this application with its submission.

By signature below, I hereby certify that I meet these requirements, that I have not received NDAA 3161 benefits previously, and that the information I have provided is true and correct.

Employee's Signature: \_\_\_\_\_

Employee's Name (Please Print): \_\_\_\_\_

Employee's Social Security Number: \_\_\_\_\_

Employee's Craft Payroll Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(City)

(State)

(Zip Code)

Employee's Telephone Number: (       ) \_\_\_\_\_

RETURN COMPLETED FORM TO:

**Bechtel Savannah River, Inc.  
Labor Relations Department**

## **Construction Crafts** **Benefits**

Construction craft workers, involuntarily separated from employment at SRS as a result of an announced reduction-in-force, who meet all requirements of the job attachment test specified in the Application for Benefits (Attachment D) are eligible to receive the following benefits providing funds are available.

### **Benefits:**

- A one-time cash benefit equal to six (6) weeks pay calculated at 40 hours per week, multiplied by the worker's base wage rate at the time of notification of involuntary separation. If the employee returns to work at SRS for BSRI or any other SRS contractor (other than services contracts as defined in the job attachment test) before six (6) weeks has elapsed, a pro-rata share of this benefit must be repaid by the employee.
- Tuition assistance of up to \$10,000 over four (4) years (not to exceed \$5,250 in any one year) at an educational institution that is regionally accredited or approved for Veterans Administration benefits.
- Access to the nationwide Department of Energy JOBBS database.
- Preference in hiring by Department of Energy contractors and subcontractors where practical.
- Relocation assistance of up to \$2,000 for movement of household goods to another DOE, Bechtel or Washington Group International location.

**ATTACHMENT D**

**ISP REQUEST FOR SUBSTITUTION**

**BUSINESS SENSITIVE****SUBSTITUTION REQUEST FOR INVOLUNTARY SEPARATION**

I, **(print name)** \_\_\_\_\_, hereby voluntarily submit my name as a candidate for substitution for employee positions previously designated for involuntary separation pursuant to the FY2004 Workforce Restructuring Program. I understand that if I am selected as a substitute, I will be eligible for any and all benefits available to employees who are involuntarily separated from WSRC as part of the FY2004 Workforce Restructuring Program. I also understand that I may rescind my request for substitution until 5 p.m., February 12, 2004. After that time, I understand that my request for substitution, if approved, is irrevocable and will be processed in accordance with WSRC policies and practices for the FY2004 Workforce Restructuring Program. I also certify that my request is voluntary and that I am under no duress to submit this request. **Document must be signed in the presence a witness.**

\_\_\_\_\_  
Employee (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee User ID

\_\_\_\_\_  
Employee Org Code

\_\_\_\_\_  
Business Unit

\_\_\_\_\_  
Witness **(Please print name)**

\_\_\_\_\_  
Witness (Signature)

\_\_\_\_\_  
Date

Job Title and brief description of current function: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Manager (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Manager (Signature)

\_\_\_\_\_  
Date

~~~~~ **FOR HR USE ONLY** ~~~~~

Disposition:      Accepted: \_\_\_\_\_

Rejected: \_\_\_\_\_

Employee substituted for: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
User ID

\_\_\_\_\_  
Org Code

**ATTACHMENT E**

**HR Contact List**

## Human Resources Contact Listing

| Business Unit                                                    | HR Representative                         | Org Code                     | Telephone | Location |
|------------------------------------------------------------------|-------------------------------------------|------------------------------|-----------|----------|
| <b>Closure</b>                                                   | Charlie Malarkey, <b>HRO Area Manager</b> |                              | 208-1662  | 703-H    |
|                                                                  | Robert Moody, HR Lead                     | WB                           | 952-3889  | 703-F    |
|                                                                  | Leroy Myrick, HR Lead                     | WA                           | 208-2652  | 704-2H   |
|                                                                  | Diane Whitmire, HR Lead                   | WC                           | 208-6048  | 704-S    |
|                                                                  | Dan Lloyd, HR Lead                        | WK,WL,XL3,WJ<br>,WM,WD       | 208-3940  | 703-H    |
|                                                                  | Dory Rogers, HR Lead                      | WB, WH                       | 952-2208  | 703-F    |
|                                                                  | Sandra Burnett, HR Lead                   | WF                           | 952-6809  | 730-2B   |
|                                                                  | Kirk Pitts, HR Lead                       | WE                           | 208-0046  | 703-H    |
|                                                                  | Eva Manigault Lead                        | WD, WL, XL3,<br>WJ           | 725-1948  | 730-M    |
|                                                                  |                                           |                              |           |          |
| <b>Office of President,<br/>SRTC, Field Support<br/>Services</b> | Susan Elkins, <b>HRO Area Manager</b>     |                              | 952-9494  | 730-1B   |
|                                                                  | Joyie Bradley, HR Lead                    | Y2                           | 725-0150  | 703-A    |
|                                                                  | Lavoris Curry, HR Lead                    | B                            | 725-2910  | 773-A    |
|                                                                  | Jan Dainels, HR Lead                      | Y3, A2                       | 952-7305  | 730-B    |
|                                                                  | Marsha Franklin, HR Lead                  | L                            | 725-3853  | 773-A    |
|                                                                  | Jennifer Garvin, HR Lead                  | Y4, Y5                       | 952-9160  | 730-1B   |
|                                                                  | Judi Stewart, HR Lead                     | Y1, AP, C, AC                | 952-6322  | 730-4B   |
|                                                                  |                                           |                              |           |          |
| <b>Project Design &amp;<br/>Construction Services</b>            | Ann Martin, <b>HRO Area Manager</b>       |                              | 952-8071  | 730-1B   |
|                                                                  | Pam Creech, HR Lead                       | E52                          | 557-4082  | 704-N    |
|                                                                  | Sandra Yochum, HR Lead                    | E0,EA1,EB,EE,E<br>H,EJ,EL    | 952-7275  | 730-1B   |
| <b>Operations</b>                                                | Ted Myers, <b>HRO Area Manager</b>        |                              | 952-6617  | 730-1B   |
|                                                                  | Betsy Anderson, HR Lead                   | XK                           | 557-6313  | 705-3C   |
|                                                                  | Phil Berry, HR Lead                       | XB, XF, XE, XG,<br>XJ,XK7,XL | 725-3837  | 703-A    |
|                                                                  | Machell Mims, HR Lead                     | XC                           | 557-3410  | 717-K    |
|                                                                  | Randy Yonce, HR Lead                      | XA                           | 208-1766  | 235-H    |
|                                                                  |                                           |                              |           |          |

**ATTACHMENT F**

**Job Attachment Test**

## **JOB ATTACHMENT TEST**

The Department of Energy recognizes a special responsibility to minimize the impact of work force reductions on employees who maintained the Nation's nuclear deterrent during the Cold War; therefore, the DOE has established certain benefits, in implementing the intent of Section 3161 of the NDAA of 1993, to assist these Cold War Workers in their transition following separation from employment. The Department recognizes September 27, 1991, the day the President announced the first unilateral reduction of the Nation's nuclear stockpile, as the end of the Cold War.

Involuntarily separating employees who helped maintain the Nation's nuclear stockpile during the Cold War are identified as those who meet the following job attachment test. These employees, on separation from employment, are eligible for "Section 3161" benefits:

### **Job Attachment Test**

#### **1. Regular Full-time and Regular Part-time Employees:**

- a. Worked at a defense nuclear facility on or before September 27, 1991; and,
- b. Worked full-time or regular part-time at a defense nuclear facility from that date through the date of their separation from employment.

#### **2. Construction Workers:**

- a. Worked at a defense nuclear facility on or before September 27, 1991; and,
- b. Worked at a defense nuclear facility within 180 days preceding the work force reduction notification; and,
- c. Worked at a defense nuclear facility a total time, including time worked prior to September 27, 1991, equivalent to an employee having worked full-time from September 27, 1991 to the date of separation, or have actually worked the industry standard for full time from September 27, 1991, through the date of separation; and,
- d. Is affected by the announced restructuring within a one-year period. For an intermittent worker, this includes the interruption of a project before its completion, or the completion of the assignment or project without prospect for a follow-on assignment at the site where the employee had a reasonable expectation of a follow-on assignment.

**ATTACHMENT G**

**Preference-in-Hire Eligibility Form**

**STATEMENT OF INTEREST IN MAINTAINING  
SECTION 3161 EMPLOYMENT ELIGIBILITY**

**Name:** \_\_\_\_\_  
FIRST MIDDLE LAST

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street/Apt. Nr.

\_\_\_\_\_  
CITY STATE ZIP CODE

**Telephone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
HOME WORK

**Date of Lay-Off resulting from Work Force Restructuring:** \_\_\_\_\_  
Mth/Day/Yr

**Employer:** \_\_\_\_\_

**Position(s) held:** \_\_\_\_\_

**COCS Codes:** (See attached form) \_\_\_\_\_

**Education:** (Last level completed and discipline) \_\_\_\_\_

**Are you willing to relocate for employment?** \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ MAYBE \_\_\_\_\_

I hereby request that my name be placed on the Section 3161 Preference in Hiring List for the Savannah River Site and be considered for any job opportunities that may arise for which I am qualified. I also certify that I have not been terminated for cause from employment by a Department of Energy contractor or subcontractor while performing work at a Department of Energy site. I understand that I am required to inform WSRC Staffing as to my preference status and that I am required to submit a hard copy of my resume with this application.

**I ALSO UNDERSTAND THAT IN ORDER TO RETAIN PREFERENCE IN HIRING STATUS, I AM REQUIRED TO COMPLETE A NEW FORM ANNUALLY TO MAINTAIN MY PREFERENCE STATUS.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SEND COMPLETED FORM TO WSRC, ATTN: PH3161, BUILDING 719-18A, AIKEN, SC 29808**

**APPROVED**

\_\_\_\_\_  
DOE/WSRC/BSRI/WSI

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HIRE DATE

\_\_\_\_\_  
SEPARATION DATE